

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

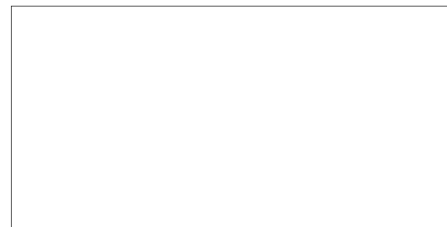
TO : Acting Chief, Intelligence School

DATE: 12 February 1957

FROM : Acting Chief, Administrative Training

SUBJECT: Weekly Report No. 7, 5 - 12 February 1957

1. Operations Support No. 24 was completed on 8 February.
2. Administrative Procedures No. 71 commenced on 11 February with a first week's enrollment of [ ] 25X1
3. [ ] visited the Cable Secretariat to discuss cable writing principles in connection with the forthcoming DD/P cable refresher. 25X1
4. [ ] visited the Supply Policy and Procedures Staff for the purpose of reviewing any new policies and regulations pertaining to supply in headquarters and the field. 25X1
5. [ ] visited the office of the Recording Secretary of the Headquarters Property Survey Branch for the purpose of reviewing new procedures pertaining to Survey Reports originating in the field. He also reviewed policy and procedures pertaining to claims against the Agency submitted by employees. 25X1
6. [ ] met with [ ] SE, to discuss matters pertaining to tradecraft. 25X1
7. [ ] participated in the Dependents' Briefing. 25X1
8. [ ] spoke at the CSR. 25X1
9. [ ] discussed with [ ] Visual Aids, the possibility of using a Vu-lyte in presenting lecture materials to various classes. It is believed the Vu-lyte can be used to display forms, masters of problems and various illustrations. [ ] set up the training aid, explained operating details, and after it has been decided whether it can be used in the present classroom, plans for its extended use will be made. 25X1



25X1

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